If someone has sent you this: they'd like to agree with you how work that AI helped produce gets checked before it goes out. Tick what you've done, and talk about the rest.

Who checks what AI produces

Tick it on your own, or each of you separately and then compare.

What AI helps produce

- [ ] **You've listed the kinds of work AI helps with.**
  Replies, proposals, figures, reports, job adverts, code.
- [ ] **You've marked which ones reach a customer.**
  Or inform a decision about money or people.
- [ ] **You've noted which went out last month without anyone reading them.**
  As a fact, not as a fault.

How it's checked

- [ ] **Each kind of work has a named checker.**
  Someone other than the person who made it, for the important kinds.
- [ ] **You've agreed what a check means.**
  Reading it in full, checking the figures against the source, or a quick look.
- [ ] **You've agreed which kinds get a full check.**
  Usually anything with a price, a promise, a figure or a person's name.
- [ ] **There's time set aside for checking.**
  Checking squeezed into the gaps tends to become a glance.

When something gets through

- [ ] **You've agreed what happens when a mistake reaches a customer.**
  Who tells them, and how quickly.
- [ ] **Mistakes are talked about without blame.**
  Each one shows a check that was missing.
- [ ] **There's a date to look at what got through.**
  A month is usually enough to see a pattern.

Why these points are important

What AI produces reads as finished whether it's right or not. In my experience that's the main reason mistakes get through: nothing about the work signals that it needs a second look.

What most often goes out unchecked

- Replies to customers.
- Figures in a proposal.
- Summaries of a meeting or a document.
- Translations.
- Job adverts and other public text.

These are the routine pieces, which is where most of the volume is.

Why the maker shouldn't be the only checker

Whoever asked AI for something reads the result as what they meant to get. A second reader sees what's actually there.

What I'd do first

I'd take ten pieces from last week that AI helped with and read them in one sitting. The pattern of what needed changing usually shows where the checks should go.

When you're the one checking

It helps to say when there isn't time to check properly. A check that's known to be quick is safer than one everyone assumes was thorough.



WHERE COACHING FITS

People at this point often use coaching to decide how much checking the business can afford, and what they'd accept going out with a mistake in it. I won't tell you how to set up your checks. I'll ask the questions that show which mistakes you could live with and which you couldn't.

What to look for in any coach
simonbowen.com/guides/choosing-a-coach

A free first conversation
simonbowen.com/enquire/?moment=scaling